3. Curricular
4. Evaluation
5. Administrative
6. Professional

B) You could complete activity B by downloading the following material

Activity Sheet on Pinpointing the Problem

E-MEDIA

1. e media
2. Power Point Presentation
3. Documentation of data in Tables/Files
4. Use of e-Mail
5. Locating Resources on the Internet
6. Use of computers for audio- video CDs
7. Creating Forms
8. Handling Hardware
9. Using Multimedia/LCD Projector
10. Analyzing Data
11. Creating Educational Programs
12. ICT in Education

E-MEDIA

Overview

As a faculty of DIET, you are aware that ICT in general and E-media in particular have entered school and teacher education in a big way. Not only does the governments want the potential of E-media to be exploited for addressing the issues of elementary education, the private players have entered the field and are investing huge amount of money. It is in this

background that you must be able to respond to the challenges of using ICT and E-media as effective tools of education. This section provides you with some of the basic possibilities and know how regarding E-media. They are only introductory and the more you use ICT more possibilities would start appearing before you.

Objectives

After going through the sections mentioned above and completing the activities suggested, you would be able to;

1. Appreciate the usefulness of e-media in school and teacher education
2. Enhance your skills in using e-media for variou purposes of education
3. Understand the scope of e-media and the future possibilites in the field
4. Become a regular user of e-media

Web Based Induction Programme for Elementary Teacher Educators	
For District Institutes of Education and Training (DIET), India	
DIET Roles and Functions	Functions of DIETS	Competencies of DIET Functionaries	Academic Linkages	Administrative Linkages	NGO Linkages
Trainer Skills	Role Expectations	Communication Skills	Management Skills	Transactional Skills	Evaluation Skills
Action Research	General Orientation to Research	Action Research in Relation to Other Types of Research	The Procedure of Action Research	A Review of Efforts Done So Far	Report Writing & Documentation of Research	Appraisal of Research	Supporting Action Research at the School Level
E-Media	Getting started	Slideshow Presentations	Recording and Presenting Data	Using eMail	Finding resource on the Internet	Computers and Audio-visual resources	Creating Forms	Handling Hardware	Using Digital Projectors	Analyzing Data	Creating Educational Programs	ICT in Education
Planning	Introduction
General Topics	Rights of the Child	UEE and ELL	Gender Equity	Inclusive Education	Peace Education	Critical Pedagogy	Constructivism	Multi-Grade & Multi-Level Teaching	State and Central Schemes	National Policies	Right to Information, Civilian Charter	Dealing with Legal Matters	Alternative Schooling	NGO Initiatives in Education in Karnataka	

E MEDIA

Overview

e-Media

The use of electronic media for communication has become a part of our everyday life. Every file can be maintained in this medium meticulously. It is quick, storing and retrieval is easy and above all can be made available anywhere in the world simultaneously. Why have we called this chapter e-media and not computers? The word computers would have limited the scope of this chapter. Our concern is communication in the department. Whatever is useful in communication is of interest to us. The word computer refers to just one gadget. But e-media refers to all the gadgets used along with the computers, internet and any other electronic source. Perhaps a day may come when we have better equipments than the present computers. The mobile phones are already in such a race. Hence the all inclusive title e-media.

Learning about eLearning

If you are a beginner in the use of computers, go through this brief illustrated write-up on how to work on a computer.

Click this link to go to the file.

1. **Working with WORD files**

2. **The BBC's ABSOLUTE BEGINNERS GUIDE TO USING YOUR COMPUTER**[1]
3. **Basic Concepts in Computer Hardware and Software**

Activity

Some Practice

1. Create a file, type a leave letter to your boss and take a print out of the same.

2. While working on the letter, insert the address line.

3. Click 'Save As' option in 'File' menu and save the same file under a different name.

4. Close all the files. Open the file with the new name. Edit the contents and save it.

5. You can try to edit the page in various ways. Try all the options given in the menu and see what happens.

Send the Completed Activity Sheet to: **bhatvd@yahoo.co.in**	

Reflection

What did you do?

Prepare a write up on your experiences in the above activity and share it with your colleagues.

- Activity-E-media
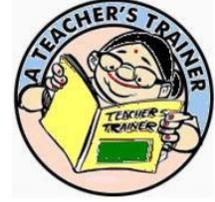
POWER POINT PRESENTATION

This section presents the details on using power point presentation.

Overview

Preparation of slides is an important activity for all trainers. Communication becomes more meaningful if slides are shown to support the verbal presentations. Slides which present the main points of the verbal presentation as the presentation is being done provide visual inputs along with the auditory inputs. However, we may remember that slides do not replace the total presenation. Slides are not meant for providing some reading material either. They only support the speaker by presenting the key points on the screen. Now that computers and LCD projectors are made available in all the DIETs, it becomes important for us to know how to prepare and present PPTs. In this section you will know the principles of preparing PPTs and get some practical experience in desigining some PPTs.

[1]**Here is a video on power point presentation that may interest you**

Please go through this PPT to understand how to go about with a presentation.

[2]**Tips on Power Point Presentation**

[3]**This site presents you with a wonderful and easy to learn presentation on Power Point**

Send the Completed Activity Sheet to: bhatvd@yahoo.co.in

Activity

Prepare a power point presentation on any topic of your interest and send the same as attachment to online facilitator

DOCUMENTATION OF DATA IN TABLES/FILES

You may go through this section and complete the activities.

Overview

We conduct a number of activities in the DIET relating to school education. It would be worthwhile to document all our efforts such that it is available for future references. The data that we get from school should also be documented and saved for future use. We need to have certain data always made available in the electronic media. For example, number of students and teachers, number of schools, teacher profiles, training details, expenditure statements, physical and financial targets of different interventions need to be documented and updated regularly. This is possible in the electronic media. The use of paper is slowly giving way to the use of computers. It is necessary for all DIET faculty to respond to the changing scenario in the area of documentation. In this section you will learn how to document data in tables and in files. You will also learn to retrieve these files and update them when necessary. Please go through the learning materials attached to this section, work out the exercises and clarify your doubts online using the email IDs given in the main page.

The following Web Resources are videos on Using and Working in Windows Environment

- ✔ Instructional video on the Window's desktop
  Introduces the viewer to icons & short-cuts, the Start menu (not including the login & shut-down buttons) and the task bar. Please note - the author states that she is closing windows when she is in fact minimising them.

- ✔ Instructional video on manipulating windows on the desktop
-
- ✔ Instructional video on Windows Taskbar, Start Menu, and more

- **Organising Files** Watch this short screen movie showing how to create folders and organise files.

Send the Completed Activity Sheet to: **bhatvd@yahoo.co.in**	

Activity

Visit the following site and complete the activity sheet provided therein

- Activity Sheet - Navigate within the Windows environment

LET US KNOW HOW TO USE E-MAIL

Objectives

After going through this module and in the process of working out the activities you will be able to

1. Create an e-mail ID for yourself
2. Write letters to on line facilitators
3. Correspond using the e-mail.

Overview

A few years ago most of our correspondence took place through letters. While the handwritten letters did have their own charm and human touch about them, it is also true that the letters took their own sweet time to reach the addressed. Many a time we thought how good it would have been to have a faster medium of communication. Such a dream has become a reality now. The electronic media, especially the internet, has opened up the possibility of real time correspondence through the email. The moment you post a letter, it reaches the addressed! Isn't that a very fine thing to happen?

You must have heard of email. Have you ever used email? Do you have an email ID? The electronic mail is a service available in the internet to communiate electronically with other people. There are agencies which provide email services either free of cost or for some payment. Once you sign up with an agency, you get an email ID. Using this ID you can open a web page where you can type your letter. You can also attach files to the letter. In the address bar, you will have to type the email ID of the person to whom you want to send the communication. When your letter is ready and required files are attached, you click the SEND button. The letter is sent to the address given through the internet. It takes no time. The moment you click send, it reaches the addressed. If he/she is logged on to his/her email, the letter can be seen immediately.

Does it look like a dream? It is no more a dream. It is a reality. All of us use email IDs for

communication with our friends. In the context of DIETs, we can use email facility to correspond with different offices. This will not only save a lot of paper work, it will save a lot of time too. It would always be an advantage to have an email ID and go for e-correspondence. In this section you will learn to use the email for correspondence. If you do not have an ID you can create an email ID for yourself. You will also learn to write letters using Kannada or attach files to the letters and correspond.

Activity

| Send the Completed Activity Sheet to: bhatvd@yahoo.co.in |

1. Log on to internet. Type www.google.com or www.rediff.com or www.yahoo.com.
2. In the address bar of google type gmail. You will find email details on the home page of rediff.com and yahoo.com. Click new user.
3. Follow the instructions given and create and email ID for yourself.
4. Send your first mail to any of the addresses you will find in the list of online facilitators.
5. If you face any problem, for the time being ask any person with an email ID to be with you while you create and e-mail ID for yourself.
6. Once you have created an email ID you can begin your correspondence. Before that you will do well to study the web page on which you create you email. Study the page well. Click all the buttons and find out what options you have there. You will find an address list, different folders, provision for attaching files etc. You will have to find out for yourself all these. However, you can contact any of the on line facilitators for more help. That is how you start using e-mail.

Perform This

  ▪ Activity-Use of e-mail

USING E MAIL

Below is a power point presentation which helps you in creating and using e mail.

LEARN TO MAIL - STEP BY STEP

LOCATING RESOURCES ON THE INTERNET

Objectives

After going through this module you will be able to search the internet and locate the resources useful for your purposes.

Reading

Introduction

Have you ever searched the internet? Have you any idea what is available on the internet which may be of interest to your profession? It is time you start searching the web. You can follow the steps given below and begin your search.

1. Log on to internet.
2. Open Internet Explorer or any other Navigation tool.
3. You will find an address bar. Click there. The blinker appears.
4. Type www.google.com (this is a search engine. You may type the name of any other search engine too. But google is very versatile.) It is necessary to write www in the address bar.
5. The google page opens. You will find a small address bar there. Now type whatever you want to search for. Type, for example, Karnataka Education.
6. Now the search engine returns list of sites. You can click any for more details.
7. This is how the search is done. You will know more as you begin your search. Remember to type the most relevant words. When you type in the address bar that appears on google, yo need not write www.
8. You would like to save a particular page. Then, you have to click file from the menu. You will find the option 'save as' Click it. It opens some destination, usually 'My documents'. If you have a specific folder where you want to save the file, you can show that folder as the destination. Click 'save'. Now you have the file downloaded to your computer.
9. Alternatively, you can create a WORD file in your computer. Copy the contents of

the web page and paste it on the WORD file. But some features may be lost in this process.

Are you confused? Good!! Now you can try to come out of your confusion by actually doing the search.

Click here to view a video

Having Your Reader Account

Do you like to know how does Google search the net? Visit the site below

- How does Google search the net?
- Tips for searching the internet

✓ This link - Doing research: An introduction to the concepts of Online Research is a 10 minute tutorial on basic search skills developed by librarians at the University of Illinois. It's well worth a look.

- This is an OIL tutorial on the basics of library and internet searching developed by the Bill Robertson Library, Dunedin, New Zealand... A must see!
- Logging in & managing multiple usernames/passwords

	Send the Completed Activity Sheet to: bhatvd@yahoo.co.in
Activity	

1. Enter NCERT website and find out what resources you can get there.
2. Try to locate all articles related to Piaget.

So you have begun your search. There is no end to it. Make the best of it. Good luck.

Media

See this video to know how to go about

Click here to view a video

Video[1]

- Here is a text-based tutorial about the Internet which covers the following topics:

  - What is the Internet?
  - Language of the Internet
  - Using a Web Browser
  - Finding things on the Web
  - Navigation Tips
  - Using the Internet
  - How the Internet Works
  - Other Internet Applications
  - Writing Web Pages

✔ **If you wish to take a Full Course, may visit...**

- **BBC's Webwise Online Course**

Discussion

In DIETs we have a number of roles to play. We work with preservice teacher education wing, we organise inservice training programmes, we visit schools and guide teachers, we undertake research projects and other studies and so on. For all these activities, we may have to make use of a variety of resources. One of our major problems used to be locating of such resourcs. However, with the e-media entering the DIETs, such a problem has almost come to an end. The internet is an ocean of resourcs. Through the internet and email, we can collect lots of resources, edit them for our use and save them for future use. We can store the email IDs of resourceful people and correspond with them. We can browse through the internet and download material that we need. For all these activities, we need to understand how the internet works and how it can supply us innumerable resources. Locating resources in the internet by itself is an art. In this section, you will learn to browse the internet and locate appropriate resources for your use. You will familiarise yourself with different search engines and their possiblities, the way key words are used to search the web, the way we can narrow down our search to specific themes and how we can store the information that we get in those sites. Locating resources will also include human resources available through the internet along with the electronic resources.

Reading

Following are some topics only for those who wish to know more.

- **Learning Management Systems**

  - What is a Learning Management System
  - Using Blackboard

- The Core Rules of Netiquette are the classic introduction to the topic of netiqutte
- Sharing images, video, audio and other files online
- Adding media to documents
- Producing graphics and illustrations
- Create and use a spreadsheet
- Producing slideshows
- Introduction to creating digital audio, video and images
- Digital image manipulation (photoshop, ...)

- **Activity-Locating Resources**

LEARN TO MAIL STEP BY STEP

You would need to go through appropriate files given below for this step by step learning

1. **How to Log on to NIC**
2. **Saving the Mail**
3. **Saving in a New Folder**
4. **How to Reply to a Mail**
5. **Adding Adress to Adress Book**
6. **Using the Folder Option**
7. **The View Option**
8. **Searching and Deleting**
9. **Saving a Message**
10. **Signing Out**

USE OF COMPUTERS FOR AUDIO- VIDEO CDS

OVERVIEW

The 21st century has seen unprecedented developments in the field of electronics. This has had a lot of positive bearing for the media and enhancement of communication. The sound tracks were earlier recorded in audio cassettes and the videos were recorded in video cassettes. We had to use a audio player or a video player to play back these tracks. However, the use of computers has opened up a different possibility before us. The audio and video tracks can be stored in computers as files, copied on to CDs and played back in other computers. The storing capacity of the CDs is much larger compared to the cassettes. The quality of recording is also better in CDs. CDs are easy to carry, store and use. With the introuduction of digital cameras, we have the facility to create our own video programmes and use them in the district for teacher education purposes.

In this section, you will learn to use the computers for creating, copying and playing audio and videw CDs. You will also learn to create data CDs, retrieve data from CDs and copy data to CDs. You will be introduced to different types of CDs and DVDs and their uses. You will learn the hardware requirements for using a CD/DVD.

Reading

Introduction

We have all handled audio and video CDs. We either use a DVD player or a DVD player in the computer to play the CDs. There are very many small little details which are of great use in using the computer for playing the CD/DVD. Let us know more about them.

The hardware requirement

- The computer has to have a CD player for playing plain VCD.
- DVD player is needed for playing the DVD
- DVD writer is needed to write a DVD
- CD writer is needed to write on a plain CD

In most of the computers you can send files to CD. In the process it writes the files to the CD. Right click the mouse on the file to be sent. Under 'send to' option select CD/DVD drive. Then dialogue boxes will appear which will take you through the writing process. Follow the

instructions given there.

You can also use CD burning programmes like Nero Express for writing on CDs. These programmes will be supplied along with the hardware. Nero Express will open dialogue windows wherein you are guided through the process of burning a CD. The task of writing on a CD/DVD is called burning. Open Nero Express and study the options it gives you. You can even copy the disc as such.

You can use a rewritable CD. This facilitates writing and erasing as needed. Such CDs are costly. But they can be used again and again. But you can configure a CD for multiple sessions. Then you can write on that CD till it is full. You can not erase whatever is written there. But you can go on using the empty space available there.

Can this video add value to your training programme for teachrs?[1]

Can this video help a teacher teach digestive system better?[2]

Did you know that you can convert a power point presentation in to a movie? In not see this video[3]

Web Resources:

[[4]]CIET

[[5]]Gyan Darshan

TIPS

- It would be better to store all the files created by you in a CD. CDs have become very cheap. The data saved in CD can be used anywhere else too.

- Find out from the internet what other programmes are helpful in copying files and creating audio and video CDs.

Activity

Send the Completed Activity Sheet to: bhatvd@yahoo.co.in

1. Keep a few empty CDs with you. Practise CD writing using 'send to' option.
2. Prepare a copy of a video disc
3. Prepare a data disc using Nero Express.
4. Using 'send to' option, try to write different files to the same CD at different times.

Use of Audio Video CDs

CREATING FORMS

The school system in a district offers a very complex picture. We have been trying to address teh problems in the areas of universal enrolement, attendance and learning. We have to work with hundreds of teachers and other block level functionaries. We have to communicate with the state offices and other DIETs. The data that we need to collect and disseminate can not be sent in an unorganised way or the very manner in which we got them. They have to be organised systematically so as to facilitate easy comprehension of what they mean. The best way of addressing this issue is to create appropriate forms right at the level of data collection. The forms that we create should help us enter all the data in the computer very easily. Such a systematic approach will also help us analyse the encoded data using the computer programmes. From all these angles, creating forms becomes an important activity for DIET functionaries.

In this section you will learn more about creating forms for collecting data or sending the collected data to to other offices. You will know that the type of forms you would create depends on the data that you would like to collect. For qualitative data you may have one type of format while for the quantitative data you may need an entirely different type of format. A good form should make the chore of data collection a pleasure, present data in a readily understandable manner and make consolidation faster.

Forms in general contain formats for encoding some information for easy communication. Many of the forms have a table format. Forms can exist even without tables. But quantitative data is best consolidated in tables with appropriate columns.

Activity

> **Send the Completed Activity Sheet to:**
> bhatvd@yahoo.co.in

1. Collect five or six formats sent by the department for collecting some data. Example: Format for reporting the visit to "Samudayadatta Shale" or formats for sending "monthly expenditure statements".
2. What type of columns is created for qualitative and quantitative data? Where do you find more space? Why do you think more space is given there?
3. Are you able to comprehend the intent of each of the section in the format you are studying?
4. Create one of those formats in your computer using MS WORD or MS EXCEL.

- Activity-Creating Forms

Reflection

1. What are the areas which need some type of format for making meaningful reports?
2. Can you design one format for collecting and consolidating information of training programmes at the taluk level?
3. Do you think sometimes formats themselves can pose problems? How can we overcome such situations?

HANDLING HARDWARE

Objectives

After going through this module and the websites linked to this page, you will be able to use different gadgets supplied to your institution confidently.

You must have handled one electronic gadget or the other until now. You may have operated a TV, a radio, a calculator or a telephone. Do you think any preparation is needed to handle a gadget? What do you do if you bring a new washing machine? Will you just start operating it pressing whatever buttons you see on the control panel? Definitely not. You will go through the manual given along with the machine, try to understand how you need to handle it and only then venture out to operate it. This is the case with all software.

We need to know to operate different gadgets that are available in the DIETs. The most important among them is the computer and the LCD. Sometimes, we may have to handle a photocopier or a fax machine.

This section will primarily focus on handling a computer and gadgets related to it like the printer, the CD ROM drive, the LCD projector etc. Starting from switch on up to switching off, there are many small little details which are usually taken for granted. What will you do if you computer does not respond to any command? Can you shift your computer to another place and fix all the cables without any problem? These appear to be minor questions. But inability to tackle them might become a hindrance in the successful use of the computer. You will be introduced different parts of the computer here and tips for handling them and meeting emergencies. We have given a link to the following website in the chapter on e-media. Please open the link and go through the contents. This will help you understand computer hardware better.

http://www.bbc.co.uk/webwise/abbeg/abbeg.shtml

Do You Wish To Know How Some Of The Common Hardware And Communication Systems Work?

There are occassions when you need the know how regarding the working of some of the common hardware used in the field of education.

Web Resources

1. **How a FAX Machiene Works?**[1]
2. **How Analogue and Digital Recording Works?**[2]
3. **How Virtual Offices Work?[3]**
4. **How DVD Works?**[4]
5. **How CD Burner Works?**[5]
6. **How Tape Recorder Works?**[6]
7. **How Speaker Works?**[7]
8. **How Conference Calls Work?**[8]
9. **How Web Seminars Work?**[9]

Activity

Send the Completed Activity Sheet to: bhatvd@yahoo.co.in

1. Set up a overhead projector for displaying some transparencies.
2. Set up a LCD projector for displaying ppt. presentations
3. Read the manual supplied along with your printer or fax machine and find out how to operate it.
4. What are the common precautions to be taken in handling a gadget? Find out from different manuals and make your own list. You can send the list to one of the facilitators.

- Activity-Handling Hardware

USING MULTIMEDIA/LCD PROJET

We have already learnt about preparing power point presentations. We would like to use a multimedia projector or an LCD projector for making the presentation. You must have learnt a little about handling hardware in the previous chapter. Let us focus more on the use of LCD and multimedia projectors in this section.

Multimedia presentations have an appeal to all the sense organs. That is why the impact of a presentation made using multimedia is always greater than the impact made by a simple speech. LCD projectors are very useful while interacting with a large group. The presentations made can be projected on to a big screen. This will help every participant view information on the screen without any problem. We have given links to many internet resources in this write up. Please follow these links and read the literature you find there and return to this page for making further references.

Using Multi-media/LCD Projector

Computers with LCD have become common place now. But they are not being put to use in a proper way. When an LCD projector is used, we see that the presenter seems to make use of the projector to replace his/her presentation. Everything he/she is supposed to talk is presented through the projector. His/her job is mainly to read the presentations! In fact, the multi-media/LCD projectors must be used to supplement the presentations done. That is how learning experience becomes more holistic for the learners. Using the hardware is just one aspect. The way presentations are done through the hardware is the most important issue. We need to concentrate on this. We can learn the hardware use by trial and error method. But the software, the presentations are to be planned well.

What are the possibilities of a multi-media projector?

1. It can present the essence of the presentation in bullet points
2. It can bring the audio and visual inputs to the classroom
3. It can be projected on the screen allowing everyone to watch the presentation
4. It can be made interesting by using movies and such clippings
5. Inputs planned elsewhere in the world can be brought into our own classrooms

One who plans to use the projector should bear in mind some of the following issues.

- Will the presentation hold the attention of the audience?

- Will it efficiently supplement what he/she is going to present?

- Can the audience read the presentations without much delay?

- Can the audience listen to the talk of the presenter as well as read the text presented and relate both?

Beginners are likely to face many problems in using LCD projectors. However, with a little perseverance everyone can master this ability. You can get someone to operate the gadget. But, please remember, you can not get anyone to prepare your presentations. So you need to prepare well.

You can learn more from the sites below

Using a Digital Projector

http://fcit.usf.edu/multimedia/overview/overviewa.html

http://fcit.usf.edu/multimedia/overview/overviewb.html

http://fcit.usf.edu/multimedia/overview/overviewc.html

http://fcit.usf.edu/multimedia/overview/overasign.html

http://www.websitesource.com/tutorials/multimedia.shtml

http://www.unc.edu/~kdt/mm.html

http://www.suite101.com/articles.cfm/multimedia_education

Activity

Send the Completed Activity Sheet to: bhatvd@yahoo.co.in

1. Prepare a multimedia presentation on any topic from Science.
2. Present your project to a batch of D Ed students
3. Note down their responses and revise your presentation
4. Present it to another batch.
5. Revise your presentation based on their response
6. Submit the edited version to the onsite facilitator in your DIET.

- Activity-Multimedia and LCD

ANALYZING DATA

Objectives

After going through this module and working out the activities given you will be able to use computer programmes for analysing large quantities of data which includes the following:

1. Creating necessary worksheets
2. Entering data
3. Analysing data
4. Creating graphs

We have already seen how data tables are created. Sometimes the data encoded in a table may have to be analysed for understanding a particular event. For example, we would like to know the achievement of the students of the district in the KSQAO tests. We would like to know the percentage of students who have not mastered even 40% of the competencies prescribed. How do we come to know of these? The computers provide a unique facility of analysing large quantities of data in a very short period of time. For preparing data sheets and analysing data we can use spreadsheets in excel or any other package like SPSS or Statistica. Through computers we will be able to merge all data regarding different aspects into one file and take up analysis in a very comprehensive way. Thus profiles of teachers in the district, the nature of student population, the rate of absenteeism, student enrolment etc can be keyed into the computer and analysed. Handling large quantities of data is no problem at all.

Creating Worksheets

Know how to create a worksheet by reading this attachment

1. **Creating Worksheets**

In this section you will be introuduced to different ways of analysing data and interpretting the same. Keeping the requirements of DIETs, you will also work out some exercises to get a first hand experience of analysing data using the computer.

Analyzing Data

The link below will take you to a website which has a lot of information on using excel programme for analysing data. Please browse the site. [1]

Please see the following website for analysis of qualitative data [2]

Coding and analysis of Focus Group Discussion data [3]

You can join some online courses for learning more about data analysis. Search the web for the same. You can have a look at the following link. [4]

You can use the following link to know more about statistical analysis [5]

Activity	**Send the Completed Activity Sheet to:** bhatvd@yahoo.co.in

Enter the scores of D Ed students in a worksheet and find out the average performance of students in your subject.

Find out by using 'help' how to proceed with further analysis of data.

Make a list of different analysis for which you can use MS Excel.

- Activity-Analysing Data

CREATING EDUCATIONAL PROGRAMS

A few years ago creating educational programme by a common man would have been thought of as a joke. But now with the advent of multimedia computers and digital cameras and other audio recording facilities, each individual has the potential to be a producer of educational programmes. Is is very difficult to produce educational programmes? What are the support systme that we need to create our own programems? How should the programme be? Can the programmes we produce be like the ones produced by professionals? Such questions disturb us. We assume that we are not the right people to create educationa programme.

But please think for a while. We are the people concerned with school education. We are the ones who know the ground realities better than any other person. We are the resource persons who interact with teachers and understand their needs. Who else is better placed than us to think of educational programmes? Also with minimum effort it should be possible for us to produce reasonably good programmes for the use of classroom practioners.

In this section you will learn how to plan and produce educational programmes using the multimedia facility available in your DIET. The basic focus is not to make you a professional producer, but to help you express your ideas through the electronic media and share the same with others. You may even produce short programmes tailored to suit the needs of classrooms in specific blocks.

What Type of Educational Programmes Can We Create?

We have already discussed that we can not create highly technical programmes. Within our limits, using the facilities available, we can create such presentations that facilitate better learning. You will find a list of such simple programmes below. Perhaps you can add more programmes to this list.

- Power point presentations on different topics.

- Reading pages - starting from letters of the alphabet up to passages

- Spelling exercises - check the spelling of words using spell check

- Simple calculations using tables and spread sheets

- Giving titles to pictures, naming objects

- Watching a film, documentary and talking about it

Please note that none of the above requires any special inputs. All the above can be presented through PPT. This makes it interesting too. How do you go about doing this?

1. Write down your objective - it should specify what you expect the students to learn/practise after undergoing this exercise
2. Identify the content
3. Enter the content into different pages or PPT slides
4. Adjust the font size and insert pictures if available
5. Write down the exercises based on your presentations
6. Write down instructions
7. Display the activity chart. Explain the activity. Play the activity for children.
8. Repeat the slides or pages as required. Allow them time to workout the exercises.

We have prepared a small PPT for practising reading. Just go through it. The exercises are also given. You can see how it would work in the classroom context.

	Send the Completed Activity Sheet to: bhatvd@yahoo.co.in
Activity	

1. Prepare a ppt programme for developing spelling sense among students
2. Prepare a reading comprehension passage on a WORD page
3. Display a picture of a village fair and ask children to talk about it.

- Activity-Creating Educational Programmes

Reflection

Reflections

1. Do you think we can call the above activities as programmes?
2. What else can you do with MS Excel or MS WORD?
3. What do you think is more important in the above activities - using the computers or planning for activities to be taken up after viewing the programme or while viewing the programme?
4. Do you think you can create similar programmes using ppt? What are the other possibilities of ppt? Can we change the timings or increase the length of text?

ICT IN EDUCATION

Overview

Introduction

What is the relevance of Information and Communication Technology (ICT) in Education? There are two issues we need to understand. The first one is the very meaning of ICT. Why is the expression ICT used instead of computers? The second one is how we can incorporate ICT for enhancing learning.

The very expression Information and Communication Technology has lots of ideas in it. It is not just using gadgets. The focus is on what is being transacted through this medium. We have information technology and communication technology. Managing of large quantities of information and communicating the same to the concerned people is the need of the hour. Hence the name ICT. It is a very comprehensive expression. It is not limited to the computers or the internet. It ranges from the use of FM radio to the use of satellite for communication. It includes both the form and essence of communication. ICT has the potential to make learning more experiential. Moreover the large amount of data, visuals available on any topic can be brought to the classroom from all over the world. That is why ICT has been considered an emerging area with lots of potential for making educational process more meaningful.

The developments in the use of the electronic media have influenced all walks of life. Education is no exception to this. The use of computers and the internet for enhancing the quality of education by making learning more relevant to life has been seen as an ideal by educational institutions. The citizens of tomorrow who are our students now are going to live in the age of the electronic media. How are we preparing them for the same? Are we giving them technology based Education? Are we giving them exposure to the use of computers and the itnernet? Have we integrated the ICT into classroom processes? What are the efforts made by the department in this direction? What does policy say about ICT in Education? There are several such questions which we need to probe into. An understanding of these issues will enable us to use the ICT more meaningfully in Education.

In this section you will read a detailed discussion of the issues raised above. It is assumed that a good theoretical orientation towards ICT in Edcuation will help you design your own stratagies for implementing it. ICT in Education can be seen from two angles.

1. It refers to the use of ICT for enhancing learning.
2. Providing an exposure to the use of ICT in general which will basically include the use of computers.

For using technology and education, the 'Learning Without Frontiers' is a good ref site from UNESCO...

- http://www.unesco. org/education/ educprog/ lwf/doc/portfoli o/abstractindex. htm

for abstracts

- http://www.unesco. org/education/ lwf/index. html for basic program info

Further Readings on ICT in Education

USING & TEACHING EDUCATIONAL TECHNOLOGY [1]

Wiki Books [2]

ICT in Education *by Victoria L. Tinio* [3]

UNESCO on ICTs In Education [4]

The World Bank on ICT and Education [5]

	Send the Completed Activity Sheet to: bhatvd@yahoo.co.in
Activity	

Enter the website of NCTE and find out what NCTE has to say about ICT. You will have to search for the site on your own. Use the guidance given in other modules. Save the relevant pages in your folder.

You can also find out from the web what educationists in general think of ICT.

Consolidate all your references and prepare your own write up on ICT in Education and send the same to the online facilitators.

- Activity-ICT in Education